



## The Sovereign Trust Candidate Application Pack

### English Teacher

Manor Academy are looking to appoint an English Teacher to join our growing school. The post holder will be working across the key stages, delivering and assessing English.

**The full job description and person specification can be found at the end of this pack.**

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## The Sovereign Trust



We are a family of schools and colleges that believe that by learning and growing together, we can inspire children to achieve their highest personal achievements while enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 to provide exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 6 academies, which include three in the Salford area. Our academies cater for pupils from the age of 2 to 25. All of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and I am proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website <https://www.thesovereigntrust.uk/>

## Manor Academy



Thank you for showing an interest in our school. Manor Academy is an 11-19 provision for children who have a range of learning difficulties and additional needs. All pupils have moderate or severe learning difficulties, but many have additional needs such as autistic spectrum condition, social and emotional mental health and physical disabilities.

We believe at Manor Academy that everything should start with the young person. We aim to create a safe, happy environment where all pupils are valued. We offer a broad and balanced curriculum with a wealth of opportunities. This not only gives the pupils an enriching school experience, but will also help prepare them with skills for life in the wider community. We offer a welcoming and supportive environment to parents, carers and their families. Our highly skilled staff look to celebrate all the achievements of our pupils.



***‘At Manor Academy, we aim to create a happy, secure and stimulating learning environment in which all members of the school community can grow in confidence and develop their full potential. We provide the best possible opportunities and care to enable achievement. We make the difference so they can’.***



A real focus of our nurturing school is to prepare our pupils emotionally and socially to become self-reliant, caring, and responsible adults. Our small classes allow for varied support which is tailored to individual needs, ensuring that all pupils can reach their potential both academically and in terms of developing independence skills. We want our children and young people to be the best they can be within an environment which challenges and supports. We focus upon academic standards, but equally important to us is the development of

independence skills and resilience to enable all to achieve and stand out as valued member of their communities.

# English Teacher

## Key Information

<b>Role:</b>	English Teacher
<b>Salary:</b>	Teachers' Main Scale M1 – M6 + 1SEN
<b>Employer:</b>	The Sovereign Trust
<b>Location:</b>	Manor Academy, Manor Avenue, Sale M33 5JX
<b>Working Pattern:</b>	Full Time/Permanent. The school's teaching week is 32.5 hours. In a typical week, this will consist of 30 hours of teaching and at least 2.5 hours of PPA time. ECTs will have 4.5 hours PPA time across the week.
<b>Contract Type:</b>	September 2026
<b>Pension:</b>	All teaching staff are auto-enrolled into the Teachers' Pension scheme. You can opt out of the scheme at any time.
<b>Benefits:</b>	Salary sacrifice schemes for purchasing bikes used for work travel, through monthly interest-free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

An exciting opportunity has arisen for a passionate and committed Teacher of English to join our dedicated team at Manor Academy.

Manor Academy is a Good school, highly regarded both locally and nationally, and part of The Sovereign Trust. The Trust is a growing and ambitious organisation made up of specialist provisions supporting pupils with a wide range of SEND across different phases of education.

Our school supports pupils with Social, Emotional and Mental Health (SEMH) needs, Autism, and moderate learning difficulties. All pupils have an Education, Health and Care Plan (EHCP), and we work collaboratively with families and external professionals to achieve the very best outcomes.

## About the Role

We are seeking an enthusiastic and skilled English Teacher to deliver high-quality, personalised learning for pupils with complex needs.

You will play a key role in developing pupils' literacy, communication and confidence, including reading, writing, speaking and listening, while contributing to whole-school literacy development.

## The Successful Applicant Will:

- Be motivated by our core values and committed to achieving the best outcomes for all pupils
- Be passionate about supporting our most vulnerable children, including those with complex SEND
- Demonstrate the emotional resilience required to work effectively with pupils with SEMH and complex needs
- Possess strong interpersonal skills and build positive relationships with pupils, staff, families and external agencies
- Show high levels of empathy and understanding for pupils who may have experienced adversity
- Demonstrate excellent teaching and classroom management skills
- Have a secure understanding of the English curriculum, with the ability to differentiate effectively
- Deliver engaging, creative and dynamic lessons
- Maintain high expectations of themselves and others
- Work effectively as part of a collaborative team

## We Can Offer You:

- Engaged pupils who, with the right support, are motivated to succeed
- Supportive parents and carers who value partnership working
- A dedicated, skilled and supportive staff team
- Bespoke CPD and performance development aligned to your career goals
- A forward-thinking and innovative environment informed by best practice
- A unique specialist setting with varied teaching approaches
- A supportive and experienced leadership team
- The opportunity to contribute to future development and growth across the school and Trust

## Safeguarding

The Sovereign Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

Appointments are subject to enhanced DBS checks and safer recruitment processes in line with Keeping Children Safe in Education.

## Further Information

We strongly encourage applicants to visit our website: <http://www.manoracademy.org>

# Job Description and Person Specification

## English Teacher

### Purpose of the Role

To deliver high-quality, personalised English teaching for secondary-aged pupils with complex SEND, enabling all learners to develop their literacy, communication and confidence.

The postholder will support pupils to achieve across reading, writing, speaking and listening, while contributing to whole-school literacy and communication strategies.

### Key Responsibilities

#### Teaching, Learning and Curriculum

- Plan and deliver high-quality, personalised English lessons tailored to pupils with complex SEND, including SEMH and Autism
- Deliver an ambitious, sequenced English curriculum, adapted to meet a wide range of needs and abilities
- Promote reading for pleasure, functional literacy and communication skills
- Use a range of strategies to support engagement, including scaffolding, modelling, and structured interventions
- Embed communication approaches (e.g. visual supports, total communication) within teaching

#### Assessment, Monitoring and Progress

- Apply the principles of assessment, monitoring and evaluation to support pupil progress
- Use assessment data effectively to plan for sustained development across reading, writing and communication
- Track pupil progress against EHCP outcomes and curriculum expectations
- Provide clear and constructive feedback to pupils, parents and carers

#### Behaviour, Safety and Safeguarding

- Maintain a safe, structured and inclusive learning environment
- Promote positive behaviour and emotional regulation strategies
- Ensure safeguarding responsibilities are met in line with Keeping Children Safe in Education
- Support pupils' social, emotional and mental health needs through consistent practice

## **Literacy and Whole-School Contribution**

- Contribute to whole-school literacy development, including cross-curricular reading and writing strategies
- Support colleagues in embedding literacy across the curriculum
- Promote high standards of spoken language, reading and writing across all subjects

## **Quality Assurance and School Improvement**

- Engage with monitoring and evaluation processes, including lesson observations, book scrutiny and data analysis
- Contribute to school self-evaluation and improvement planning
- Reflect on practice and engage in CPD to continually improve teaching

## **Teamwork and Professional Responsibilities**

- Work collaboratively with Teaching Assistants, therapists and external agencies
- Contribute to multi-agency working to support pupil outcomes
- Fulfil professional duties in line with the School Teachers' Pay and Conditions Document
- Participate in performance management and professional development

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Observation</b>	<b>Interview</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An undergraduate degree in a relevant subject area</li> <li>• Qualified teacher status</li> <li>• Additional CPD undertaken specifically on supporting pupils with SEN</li> <li>• English Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• SEN specialism</li> <li>• Knowledge and understanding of a trauma-informed way of working in schools</li> <li>• A knowledge and understanding of working with SEND students</li> <li>• Attachment awareness and the ability to put knowledge into practice</li> </ul>	✓		✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience or expertise in SEN starting at Entry Level qualifications</li> <li>• Experience of maintaining a high-quality, safe and stimulating learning environment</li> <li>• Ability to teach using a wide variety of strategies to maximise achievement for all children, including those with special educational needs and high achievers and to meet differing learning styles.</li> <li>• Experience of creating and maintain effective partnerships with parents to support pupil's learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working up to GCSE</li> <li>• Experience of using de-escalation strategies outlined by Team Teach</li> <li>• Specific examples of maintaining high expectations to allow all pupils to fulfil their full potential</li> </ul>	✓	✓	✓
<b>Professional Understanding, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Have the ability to assess and record the progress of pupils' learning to inform next steps and monitor progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other agencies</li> <li>• Experience of working</li> </ul>	✓		✓

	<ul style="list-style-type: none"> <li>• To be able to analyse data to set targets and next steps to achieve SMART targets</li> <li>• An in-depth knowledge and understanding of safeguarding and how to promote the wellbeing of pupils</li> <li>• Awareness of the Education Acts and the SEND Code of Practice</li> </ul>	<p>collaboratively with other schools, universities and organisations</p> <ul style="list-style-type: none"> <li>• Sound knowledge of assessment in English</li> <li>• Knowledge of how the curriculum can be adapted to meet the needs of pupils with a range of SEN relevant to the age range of the school, including assessment recording and reporting</li> </ul>			
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• A passion for working with young children</li> <li>• Practical understanding of effective teaching and evaluation strategies for pupils with SEN</li> <li>• Recent experience of teaching in KS3 and KS4</li> <li>• Able to adapt learning objectives to meet the needs of all levels of ability in the class</li> <li>• Proactive in solving problems-being solution-focused during lessons</li> <li>• Creative in approach to planning and delivering lessons</li> <li>• Able to manage pupil behaviour effectively</li> <li>• Able to use ICT to advance pupils' learning, and use</li> </ul>	<ul style="list-style-type: none"> <li>• Successful and sustained teaching experience across relevant key stages</li> </ul>	✓	✓	✓

	common ICT tools for their own and pupils' benefit.				
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Able to manage a class effectively</li> <li>• Have experience in deploying TAs to accelerate pupils' progress in all areas</li> <li>• Able to motivate pupils and staff, setting high standards and providing a focus for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Hold aspirations for future career development</li> </ul>	✓	✓	✓
<b>Professional values, qualities and skills</b>	<ul style="list-style-type: none"> <li>• Hold high levels of emotional intelligence</li> <li>• Able to establish and develop good relationships with all those involved in the school</li> <li>• Able to work effectively as a team member</li> <li>• Ability to communicate effectively in writing and orally</li> <li>• Flexible and approachable</li> <li>• Resilient under pressure</li> <li>• Able to deal sensitively with people and resolve conflicts</li> <li>• High levels of energy and enthusiasm</li> <li>• A good sense of humour and ability to find solutions in challenging circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Bring personal interests and enthusiasms to the school community</li> <li>• Ambitious</li> </ul>	✓	✓	✓

This job description may be amended to reflect the evolving needs of the school and Trust.

**Are we the right opportunity for you?**

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the application form directly to HR will be considered. Candidates who submit a CV will not be short-listed. Completed applications that show your ability to meet the requirements for the role are to be returned to [hr@thesovereigntrust.uk](mailto:hr@thesovereigntrust.uk) to arrive by 9 am on the deadline day.

Closing date for receipt of applications:	Friday 15 <sup>th</sup> May 2026
Shortlisting:	Friday 15 <sup>th</sup> May 2026
Interviews for successful candidates will be held at Manor Academy:	W/C 18 <sup>th</sup> May 2026

### Keeping Children Safe in Education

**The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.**

**An online search will be carried out, and a Childcare Declaration form will be required from shortlisted candidates.**

**This post is subject to a satisfactory two-year reference history, which we will endeavour to seek before interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.**

**A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link <https://www.thesovereigntrust.uk/policies-1/> .**